

# HCSIS Alert!

Department of  
Mental Retardation

## *Enhancement Release*

ISSUE #27: March 27, 2008 Page 1 of 2

Contact the Help Desk with any questions:  
866-367-8163

### *March 27, 2008 HCSIS ENHANCEMENT RELEASE*

#### *1. INCIDENT MANAGEMENT CHANGES to Categories and Hospital Screen*

This release includes enhancements for all modules of HCSIS, including an overhaul of the Incident Management categories. Highlight of the incident management category changes include reduction in the number of secondary categories from 53 to 37; change of incident category names; and changes to the Hospital screen with the addition of two required fields: a dropdown list for the Reason for ER/Hospital visit, and a dropdown list for Discharge Diagnosis. These 2 new required fields will help programs better track the types of health issues and events leading up to hospitalizations.

#### *TRAINING ON INCIDENT MANAGEMENT CHANGES*

DMR is offering training to provider agencies and DMR area offices during the last week of March. The three trainings remaining are:

- **Thursday, March 27, 10 a.m. – 1 p.m. at Monson Developmental Center (Brookside Building, Conference Room D)**
- **Friday, March 28, 10 a.m. – 1 p.m. at Worcester Public Library (Saxe Room)**
- **Monday, March 31, 10 a.m. – 1 p.m. at Westboro State Hospital (Rodriguez Auditorium)**

We strongly recommend that up to two staff members who are HCSIS contacts from each area office, regional office, and provider agency attend this training.

#### *WHERE TO GET GUIDANCE*

Go to <http://www.mass.gov/dmr> and click on HCSIS link.

- *Incident Management GUIDELINES*
- *Incident Management CATEGORIES & DEFINITIONS*
- *Incident Management INDIVIDUAL & SITE BASED INCIDENT REPORTS and INSTRUCTIONS*
- *Incident Management CATEGORY CHANGES SUMMARY*

(Refer to this document for an explanation of how incident reports filed prior to March 27, 2008 will reflect the new category names. This document is also available as a link through the HCSIS Reports screen and the IM incident classification, verification and categorization, and Area Office Management review screens.)

Go to <http://www.dmr.state.ma.us/HCSISTraining/>

- *HCSIS QUICK GUIDES*
- *HCSIS FREQUENTLY ASKED QUESTIONS*

#### *OTHER CONTACTS*

- *AGENCY HCSIS LEAD*
- *AREA OFFICE*
- *REGIONAL HCSIS LEAD*
- *DMR HELP DESK 866-367-8163*

# HCSIS Alert!

## Enhancement Release

Department of  
Mental Retardation

ISSUE #27: March 27, 2008 Page 2 of 2

Contact the Help Desk with any questions: 866-367-8163

### 2. INVESTIGATIONS

- For cases where there has been a change in disposition, "Change in Disposition" will display at the top of the Disposition Notice.
- The Process Management Screens will remember the Search Criteria used when you return after navigating away and then back to the screen.
- You can copy an Action Plan from one case to another case.
- The Facility Title 19 Forms will always remain on the switchboard. Previously a Change of Disposition to Dismissed would cause these forms to disappear.
- All Action plan alerts will be sent to the INV Regional director role. Action Plans that have outcomes entered can be un-issued without requiring a back-end fix.

### 3. HEALTH CARE RECORD

- Medical insurance fields are now editable on the HCR.

### 4. DEATH REPORTING

- Death alerts will automatically expire after 60 days.

### 5. USER ADMINISTRATION

- Provider IM Restricted Data Entry role can be combined with other roles except IM roles, which will allow providers to designate one data entry person for both IM and HCR.
- 

### 6. PROCESS MANAGEMENT SCREENS and REPORTS

- Change to Event Filing Process and Review Process management screens so that the Restraint documents accurately reflect provider vs. DMR activity. For example, both the Restraint Manager Review and the HRC Review will appear on the Filing screen, not the Review screen as they are provider activities.
- Change to Event Process screens so that next action to be taken will be displayed.
- A new Dashboard Report that can be run by Regional and Area office management - This report can be run by the Region and sorted by Area office or by Provider. The report can be run by the Area Office and sorted by Provider. This report will give statistical summaries on Incident categories, MOR's, Hotline calls, Restraints, Health Care Records created for individuals in Residential services, Investigations, and Death Reports.
- A new MOR Status report that documents current status of MOR's.
- A new Restraint Status report that documents current status of Restraints for providers and DMR.
- A new report that lists deletions of events, including date of deletion, and who made the deletion.
- Changes to current reports so that the user can sort by site responsible or by location of incident. Currently the reports only sort by site responsible.

### REMEMBER:

1. Share this Alert! with other people in your organization – Perhaps at staff meetings
2. Call your Area Office or the DMR Help Desk (1-866-367-8163) with questions
3. Virtual Gateway Help Desk 1-800-421-0938, for provider log-in and new user issues